

## Cooperative Work Agreement (CWA) Timeline

### **Cooperative Work Agreements:**

Section 16304.3 of the Government Code authorizes the Department of Finance (DOF) to extend state budget authority on all Local Assistance funding from six years to a maximum of eight years from the original year of appropriation upon DOF approval. It is very important to provide justification for your CWA request that includes a timeline with milestones and consequences if the funding is not approved in order to convince DOF to approve the extension. **Remember, there is no appeal process for CWA requests denied by DOF.**

### **Funding Affected:**

**ALL** federal and state funds passed-through Local Assistance must have available funding to be eligible for reimbursement. When funding lapses, Accounting cannot reimburse invoices. The encumbrance will become inactive, disencumbered, and may be de-obligated.

### **Note:**

The timeline below provides an estimated schedule of key dates during the CWA process. **Local Agencies, Districts and HQ Local Assistance (HQ) need to work together to meet these deadlines.**

**Week of Sept. 19, 2016:** HQ will upload the following information to the website below:  
<http://www.dot.ca.gov/hq/LocalPrograms/CWA/cwa.htm> (please bookmark):

1. CWA Timeline
2. CWA Spreadsheet Instructions
3. Reason for Delay Codes
4. Frequently Asked Questions (FAQ)
5. CWA eligible encumbrance list(s)

**Week of Sept. 19 – Oct. 21, 2016:** District CWA Liaisons (Liaisons) will notify Local Agencies that they have lapsing funds and inquire if they will apply for a CWA.

Local Agencies must submit requests for CWAs on an individual encumbrance basis to the Liaisons. **If an encumbrance will not be fully invoiced by December 31, 2016, we recommend the Local Agency to apply for a CWA.** Local Agencies must also notify the Liaisons if they will not apply for a CWA for any funding that will lapse on June 30, 2017.

The CWA spreadsheet must be completed and sent via e-mail to the Liaison in **Excel format**. The Liaison is responsible to work with the Local Agencies to review responses as they come in and follow up with Local Agencies as necessary to clarify or request additional information. The justification provided must adequately describe an unforeseen and extraordinary circumstance beyond the control of the agency, including a timeline of events with milestones as a plan to expend remaining funds. The column “consequences if funding is not approved” must be critical to

project objectives.

Once the Board/Council approves, please submit a pdf format of the signed copy of CWA spreadsheet, a resolution, letter, or meeting minutes.

**Please note:** If state or federal funding is lost and lapses, the Local Agency is responsible to use local funds. Failure to complete the project may result in the agency having to repay any state or federal funds invoiced on the project and may jeopardize future funding opportunities.

**Nov. 4, 2016:** Liaisons must submit CWA requests to HQ by **November 4, 2016**, with concurrence on the justifications provided. The Board/Council approvals may be submitted later if they will not meet before November 4<sup>th</sup>. Please indicate “Forthcoming” in the signature line.

**Nov. 4 –  
Dec. 30, 2016:** HQ reviews all data submitted by the Liaisons and follows up as necessary. HQ develops summary reports and updates the encumbrances.

**January 3 –  
Mar. 31, 2017:** CWA requests will be submitted to DOF, and DOF may ask additional questions at this time. HQ will forward all inquiries to Liaisons who will contact Local Agencies as needed. Additional information or clarification must be submitted to Liaisons who will forward to HQ. DOF reviews the spreadsheet and indicates their decision to approve or deny the CWA requests. **There is no appeals process for a denied CWA extension.**

**April 3, 2017:** HQ forwards DOF’s approval/denial decisions to the Liaisons who will notify Local Agencies. HQ will also post the approved encumbrances to: <http://www.dot.ca.gov/hq/LocalPrograms/CWA/cwa.htm>

**Other Important Dates:**

**April 1, 2017:** This is the deadline for Local Agencies to submit all **invoices** for funding that lapses on June 30, 2017. Final Invoices and Final Report of Expenditures should be promptly reviewed by the Districts and submitted to Accounting for reimbursement to meet internal deadlines. Please see Office Bulletin DLA-OB 13-08, “Final Invoicing When Funds Lapse”: [http://www.dot.ca.gov/hq/LocalPrograms/DLA\\_OB/DLA\\_OB.htm](http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/DLA_OB.htm)

**May 15, 2017:** This is the deadline for Districts to submit approved invoices to Accounting for reimbursement before the year-end cut-off.

**June 1-10, 2017:** Accounting disencumbers funds lapsing on June 30, 2017.

## CONTACT INFORMATION

### Headquarters Local Assistance

Jeanette Wait (916) 651-8914

Daniel Burke (916) 654-5854

### District CWA Liaisons

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### District Local Assistance Engineers (Project Specific Questions)

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**Program Specific CWA Liaisons**

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